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ABSTRACT

This manual is designed to assist the indexers and inputters of the Oregon Index, which is an online index to Oregon's major newspapers and journals. The Index provides dial-up access to a database of citations and is available at hundreds of points around Oregon, including libraries, schools, newspapers, and government offices. The database has been built up by public, state, special and college libraries whose names are listed in this manual. Following the list of participant libraries are a description of the characteristics of index entries; an overview of the 11 "field labels"; the formats of the macros; indexing examples; and anniversary and obituary examples. The next section of the manual describes the standards, recommendations, and formats of the Index for the following areas: the 11 fields; the scope of the indexing; abbreviations; abbreviations in square brackets; acronyms; geographic names; spelling; equipment; creating files; and sending records to the Oregon Index. Five appendixes present lists of the Index's standard abbreviations and acronyms; the state-wide holdings of newspapers listed in the Index and a directory of the newspapers and journals listed; and a "cheat sheet" of some commonly used Library of Congress subject headings. An index to the manual is provided. (MAB)

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Indexers' Manual for the Oregon Index

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Introduction

The Oregon Index began in 1987 as an online index to Oregon's major newspapers and journals. The Index provides dial-up access to a database of citations and is available at hundreds of points around the state, including libraries, schools, newspapers, and government offices. A consortium of Oregon libraries has undertaken to index newspapers and journals for the Index, which is administered from the State Library in Salem. The Index is part of a larger online information system known as OPAC, which is also administered from the State Library. By distributing the task of indexing amongst a range of libraries, the burden of contributing to the building of the Index is spread more evenly throughout the state. In 1989, about a dozen libraries are contributing to the database, and many hundreds of users throughout the state are using this expanding source of current information, which now includes many thousands of citations. This manual is designed to assist the people who are building the database - the indexers and inputters in the participating libraries.

Participant libraries

In 1989, the following public, state, special and college libraries were active participants in building the Oregon Index:

Astoria Public
Driftwood, Lincoln City
Eugene Public
La Grande Public
Lane Community College
Medford Mail Tribune
Multnomah County
Newberg Public
Oregon Historical Society
Oregon State
Oregon State University
Salem Public

These libraries comprise an informal consortium called the *Oregon Index Interest Group*, which represents the interests and concerns of the indexing libraries, cooperates in establishing standards and procedures, and helps to promote and expand the Index. Anyone interested in further information should contact the Oregon Library Foundation.

Characteristics of entries in the Index

consistency

The manual attempts to provide the indexer and inputter with formats and structures which are consistent. By following the guidelines in the manual, every entry in the index should look similar in structure, so that users of the system can expect to see information which is familiar and understandable.

completeness

In the same way that a catalog card describes a book, an entry in the Oregon Index should give a complete but concise image of the contents and origin of

the article. The entry will mention the author, title and other bibliographic information about the article, and will also assign subject headings which most accurately reflect what the author is describing.

relevance
Conversely, it is important to include only the information which is relevant. Each entry should reflect the essential detail of the article while remaining concise and to the point.

timeliness
Many users of the Oregon Index are looking for current information from recent news stories. The manual aims to provide a system which is quick and efficient for indexers to use, so that entries can appear in the database as soon as possible.

accuracy
Entries in the Index need to demonstrate a high degree of spelling and factual accuracy in areas such as correct dates, names and places. This enhances the usefulness of the system for the patrons.

Field labels - an overview

Each entry in the Oregon Index is built around a series of **"field labels"**. The field labels are simply descriptive headings for each element in the article. They provide a framework or skeleton, from which the indexer builds up a complete and consistent description of each item in the Index. By providing this complete and standardized description, the indexer helps the user of the system, much as a good catalog helps the user of a conventional library. There are a total of 12 field labels, although usually only 8-10 are used for any one article. **The field labels always appear in the following order** :

1. -HEADLINE-
The **headline** is the title or caption of a newspaper or journal article, usually set in larger type. In the Index, this is the first element in each entry.

2. -TITLE-
The **title** field is only used for indexing books, and is not used for newspaper or journal articles.

3. -AUTHOR/AGENCY-
The **author/agency** field describes the person or organization responsible for writing the piece.

4. -OBITUARIES-
Obituaries are a specialized form of newspaper item, noting the death of an individual. The Index provides this field as a means of accessing names of those who have died.

5. -ANNIVERSARIES-
Anniversaries are a specialized form of newspaper item, noting a 50th or greater wedding commemoration.

6. -SOURCE-
The **name of the newspaper or journal** from which the item is taken. In the specialized case of an item indexed from a book, the source is the publisher.

7. -YR/MO/DA-
This stands for the **year, month, and date** of the source of the item. The year, month and date are always expressed in this order, and in numerals rather than abbreviations.

8. -CALL/NUMBER-
The **call number** is any Dewey, LC, SUDOC, ORDOC or other classification number assigned to the source of the item by the local indexing library.

9. -YEAR-
The **year of publication** of the source.

10. -PAGE-
The complete **page number** where the item appears in the source. In newspapers, this field also includes section designation and (optionally) the column number.

11. -SUBJECT-
This field includes the **Library of Congress** and other supplementary subject headings which the indexer assigns to the item.

12. -END-
Every record **always** includes -END- as the final field label.

Macros

The field labels provide the basic skeleton for each record. Most newspaper articles will include only 8 field labels, but this will vary depending on the record and the library. In most cases, the easiest way to enter field labels is to set up **macros** on the computer used for indexing. Macros will bring up the preset field labels automatically, so that the inputter only needs to add the unique information for each record.

When setting up macros, note the format for each field label : a hyphen, the name of the label in capitals, followed by a second hyphen. There is no spacing between the hyphen and the letters. Although the field **labels** are capitalized, note that the **information** entered into each field is in standard upper and lower case letters.

The following are examples of how macros would be set up for the various kinds of entries likely to be encountered while indexing.

Newspapers

-HEADLINE-
-AUTHOR/AGENCY-
-SOURCE-
-YR/MO/DA
-YEAR-
-PAGE-
-SUBJECT-
-END-

Journal articles

-HEADLINE-
-AUTHOR/AGENCY-
-SOURCE-
-YR/MO/DA-
- CALL/NUMBER-
-YEAR-
-PAGE-
-SUBJECT-
-END-

Obituaries

-HEADLINE- **[optional]**
-OBITUARIES-
-SOURCE-
-YR/MO/DA-
-YEAR-
-PAGE-
-SUBJECT- **[optional]**
-END-

Anniversaries

-ANNIVERSARIES-
-SOURCE-
-YR/MO/DA-
-YEAR-
-PAGE-
-END-

Books

-TITLE-
-AUTHOR/AGENCY-
-SOURCE- [ie publisher]
-CALL/NUMBER-
-YEAR-
-PAGE-
-SUBJECT-
-END-

For each record use only those field labels which are appropriate, e.g. if there is no author don't include -AUTHOR/AGENCY- in the record. If there is no call/number don't use -CALL/NUMBER- To reiterate: the only field label which must be present in each record is **-END-.**

Some examples of indexing

This is a typical example of a newspaper article appropriate for indexing:

Page 4C THE REGISTER-GUARD, Eugene, Oregon, Tuesday, September 19, 1989

Hatfield blamed for timber pressure

Environmentalists say memo shows senator muscling Forest Service

By LANCE ROBERTSON
The Register-Guard

Environmentalists on Monday released a memorandum that they say proves that Sen. Mark Hatfield, R-Ore., has pressured the U.S. Forest Service to make sure it can sell enough timber to meet legislation that Hatfield is cosponsoring as a short-term solution to the Northwest log supply crisis.

Hatfield "for years has been asking the Forest Service to produce the volume of timber that it knows it can't produce" on a sustained-yield basis, said Wendell Wood, a spokesman in Eugene for the Oregon Natural Resources Council.

"This agency is supposed to be making a decision based on information from the ground, not based on Hatfield's feeling about what kind of harvest level there should be," he said.

ice has been pressured to support Hatfield's pending legislation.

Salsgiver said the memo was intended only to urge the Forest Service to be consistent and to tell Hatfield what harvest level is achievable. Although he didn't attend the subsequent meeting between Hatfield and Robertson, Salsgiver said "there was absolutely no pressure" exerted by Hatfield to force the chief into agreeing to a particular cut level.

Hatfield and Sen. Brock Adams, D-Wash., are sponsoring legislation that would temporarily resolve the region's impending timber supply crisis. The legislation would guarantee a Forest Service harvest level of 8 billion board feet over two years, protect large blocks of old growth timber and free up billions of board feet of timber that's been blocked by environmental lawsuits.

On Sept. 7, a day before Hatfield's meeting with Robertson, new Northwest Regional Forester John Butruille said the agency can meet the target level called for in the Hatfield-Adams rider.

The memo demonstrates that Hatfield has been using his influence "to make sure the chief never lets his people be candid again," said James Monteith, executive director of the ONRC. "He's implied that we can't have any more of this honesty coming out again."

Salsviger, Hatfield's aide, said Monday that the memo was written on the evening that Butruille indicated the agency could achieve the 8 billion board foot sales level, so there was no need to pressure the agency.

"After all the flipping around by the Forest Service, the (memo's) recommendation was to try to find out what was achievable, to get something that was consistent from both the region and the chief," Hatfield aide Bill Calder said.

Len Carey, a spokesman for Robertson in Washington, D.C., said "the chief is committed" to the 8 billion board foot level. Robertson "has shared his sense of commitment" with Butruille and forest supervisors, but has not pressured other Forest Service managers to keep quiet about the harvest levels, Carey said.

"We may not always be comfortable with what surfaces from some of our people in the field, but we are not a monolith," Carey said.

And this is how the indexed article would appear in the Index:

-HEADLINE-
Hatfield blamed for timber pressure: environmentalists say memo shows senator muscling Forest Service
-AUTHOR/AGENCY-
Robertson, Lance
-SOURCE-
The Register-Guard
-YR/MO/DA-
1989/09/19
-YEAR-
1989
-PAGE-
4C
-SUBJECT-
Environmentalists
United States. Forest Service
Hatfield, Mark
Timber sales
Forest products industry. Economic aspects
-END-

Some more examples...

Statesman Journal, Salem, Ore., Friday, September 22, 1989 ★ Page 3D

Willamina levy defeat forces layoff of award-winning drug counselor

By Barbara Millikan
The Statesman Journal

WILLAMINA — Protesting parents and an award-winning student drug resistance program did not keep the school board from laying off the district drug and alcohol coordinator Wednesday.

The layoff was part of a package of cuts enacted by the board after voters turned down a $199,200 one-year operating levy. Tuesday's vote dropped the district into the state safety net for the second year in a row, Superintendent Gerry Elstun said.

The safety net allows districts to fall back on previous levies when levy elections fail.

More than 60 people showed up for the school board meeting Wednesday to ask the board to spare the drug counselor.

Board members expressed regret at the cuts but said $200,000 must come out of the budget somewhere.

The board went on to axe programs, teachers, supplies and repairs to reduce the budget to the 1987 level, the year the last levy was approved.

With two exceptions, the reductions were those announced by the board at the beginning of September. After much protest from district residents, the board agreed not to cut the wrestling program. And changing enrollment prompted the board to cut a first-grade teaching position rather than a fourth-grade job.

To remove the $199,200 from the budget, the board:

- Laid off the drug counselor and a teacher.
- Cut eight coaching positions.
- Increased sports user fees.
- Cut more than $50,000 from maintenance and supplies.

-HEADLINE-
Willamina levy defeat forces layoff of award-winning drug counselor
-AUTHOR/AGENCY-
Millikan, Barbara
-SOURCE-
Statesman Journal
-YR/MO/DA-
1989/09/22
-YEAR-
1989
-PAGE-
3D
-SUBJECT-
School districts. Willamina. Finance
School Safety Net
Student counselors
-END-

THE OREGONIAN, FRIDAY, SEPTEMBER 22, 1989 3M D7

Vote sought on trucks hauling garbage in gorge

By MARK KIRCHMEIER
of The Oregonian staff

Historian E. Kimbark MacColl has asked the Oregon Supreme Court to order a regional referendum on garbage truck hauling in the Columbia River Gorge.

The Metropolitan Service District has a $208 million contract to truck Portland-area trash to an Arlington landfill, starting in January. MacColl asked the court to order Secretary of State Barbara Roberts to authorize a referendum on Metro's contract with Jack Gray Transport Inc., Gary, Ind.

The Stop Metro's Gorge Garbage Trucks committee failed in June to acquire the necessary 40,449 petition signatures to place a referendum on a special election ballot.

"This is not an academic exercise, we want to get the garbage contract voted on," declared MacColl's attorney, Greg Wasson.

The Salem attorney said the 40,449 standard was unconstitutional because it required more signatures than the Oregon Constitution required for a referendum. Metro opponents gathered 23,000 signatures, in excess of the 16,000 signatures that the constitution requires.

Wasson recently filed a peremptory writ of mandamus on MacColl's behalf. The litigation also asked for dismissal of a preliminary injunction ruling that Metro's action was not referable. Multnomah County Circuit Judge Donald H. Londer issued the injunction last spring at the request of Jack Gray's attorneys.

"I feel that Metro has miserably mishandled this issue by choosing trucks," MacColl said. "There should be means for the public to vote on this," he said. Rena Cusma, Metro executive officer, has maintained that trucking is the least expensive way to transport waste.

Patricia McCaig, Roberts' executive assistant, had no comment on the merits of the MacColl suit. "Our job is to enforce election law," she said, "it's up to the courts to intrepret it."

-HEADLINE-
Vote sought on trucks hauling garbage in gorge
-AUTHOR/AGENCY-
Kirchmeier, Mark
-SOURCE-
Oregonian
-YR/MO/DA-
1989/09/22
-YEAR-
1989
-PAGE-
D7
-SUBJECT-
MacColl, E. Kimbark
Metropolitan Service District (Portland)
Refuse and refuse disposal. Arlington
Wasson, Greg
Columbia Gorge
Trucks
-END-

Examples of anniversary and obituary announcements

Anniversaries

Chester and Hazel Smith

Chester F. and Hazel M. Smith of Salem will celebrate their 70th wedding anniversary Sunday at Carol's Loving Care Home with other residents, friends and their cousin, Olive O. Laing.

Chester F. Smith and Hazel M. Thomas were married Sept. 10, 1919, in Cleveland, N.D. He was a farmer and she was a schoolteacher. They have lived in Salem since 1933.

Hazel and Chester Smith

-ANNIVERSARIES-
Smith, Hazel M.; Smith, Chester F. [70th wedding] [Por]
-SOURCE-
Statesman Journal
-YR/MO/DA-
1989/09/05
-YEAR-
1989
-PAGE-
2B, C1
-END-

Helen Chase

Ex-businesswoman

Helen Chase dead at 87; service held

A memorial service was held Sunday for Helen Chase, the wife of a former partner in Chase Gardens and a nurse who pitched in to help ease the shortage of medical personnel during World War II.

Chase, 87, died Thursday. She was born July 28, 1902, in Atlin, British Columbia, to Frank and Hattie Wostell. She grew up in Gresham and moved with her family to Eugene in 1922.

She married Merle David Chase on March 19, 1928, in Eugene. That same year, she graduated from Pacific Christian Hospital Nursing School in Eugene. During the shortage of nurses during World War II, she worked at Sacred Heart General Hospital and also volunteered for the American Red Cross.

In the late 1950s, she was a partner in a gift shop in Honolulu with Charles and Edith Brown of Cottage Grove.

Chase was known for having a "terrific sense of humor," which she displayed by telling jokes and making plays on words, said a friend, Leone Jensen of Eugene.

She was a member of the First Baptist Church of Eugene, a past president of the Eugene Business and Professional Women's Club, a member of the Oregon Lewis and Clark Daughters of the American Revolution and a member of the Nydia Temple Daughters of the Nile.

Survivors include two sons, Frank Neil Chase of Redmond and Norman Chase of Eugene; three granddaughters, one grandson and three great-granddaughters.

Burial was at Rest-Haven Memorial Park. England's Eugene Memorial Chapel was in charge of arrangements.

-HEADLINE-
Helen Chase dead at 87: service held
-OBITUARIES-
Chase, Helen [Por]
-SOURCE-
The Register-Guard
-YR/MO/DA-
1989/09/19
-YEAR-
1989
-PAGE-
2C
-END-

Contents of each field

This section of the manual describes the Project's standards, recommendations and formats for entering information in each field.

1. -HEADLINE-

a. Transcribe the headline **exactly** as it appears, including all the acronyms, abbreviations, or typos. Do not alter it in any way. If a spelling error occurs in the headline, include the corrected version in the subject field. Note: one possible way to indicate an error in a headline is to add the standard term **[sic]** after the word...this indicates that you are aware of the error, but have nevertheless transcribed the word as it appears.

b. If the article is an editorial, add **[Ed]** after the headline.

-HEADLINE-
Let's support Oregon school funding initiative [Ed]
-SOURCE-
The Register Guard
-YR/MO/DA-
1986/04/12
-YEAR-
1986
-PAGE-
2A
-END-

c. When citing photographs where there is no accompanying story, add **[Photo only]** after the headline. The level of indexing of photo-only items is entirely a matter for local discretion. See also section 3(e).

d. Include all subtitles or subheadings. Separate headlines from subtitles with a colon and two spaces. Do not capitalize the initial letter of the subtitle unless it is a proper name.

-HEADLINE-
Superintendent faces huge task: tackles Linn County funding issues

e. Do not end the headline with a period.

f. Do not indent a second line if it wraps around, e.g.:

-HEADLINE-
Governor opens state fair: Goldschmidt realizes boyhood dream of
being first to walk down fairway

g. Do not underline any words.

2. -TITLE-

This field label is used only for items indexed from books.

3. -AUTHOR/AGENCY-

a. Enter the personal or corporate author if one exists.

b. Enter personal names in inverted order: Surname, Given name Middle initial.

e.g. Smith, John A.

c. If there is no middle initial, do not put a period after the given name

e.g. Smith, John

d. For more than one author, list names vertically

e.g. Smith, John
Brown, Janet L.

e. If a photograph constitutes the story, or a major part of it, then list the photographer in the -AUTHOR/AGENCY- field. See also sect. 1 (c).

f. Do not include titles and forms of address in this field

e.g. Goldschmidt, Neil

not Goldschmidt, Gov. Neil

g. Include nicknames and abbreviated names with discretion.

4. -OBITUARIES-

a. Enter information for the -OBITUARIES- field in the following way :

-OBITUARIES-
Anderson, Kiki
Stromdahl, Jeremy
Johnson, Wilhemina N.
Tenfjord, Ragnar
-SOURCE-
Oregonian
-YR/MO/DA-
1988/03/31
-YEAR-
1988
-PAGE-
2B, C3-4
-END-

b. Enter personal names in inverted order, as in the example.

c. Some obituaries will also include a headline. In these cases, enter the head-line in the -HEADLINE- field.

d. Some libraries choose to add the ages and names of spouses in parentheses or brackets after the names of the deceased.

5. -ANNIVERSARIES-

a. Enter information for the -ANNIVERSARIES- field in the following way :

-ANNIVERSARIES-
Johnson, Emily [50th wedding]
Johnson, Paul
Enge, John [60th wedding]
Enge, Signe
-SOURCE-
Statesman Journal
-YR/MO/DA-
1988/06/01
-YEAR-
1988
-PAGE-
1C, C3-4
-END-

b. Enter names in inverted order, as in the example.

c. Only 50th or greater anniversaries are noted.

d. Include both names of the anniversary couple.

e. If preferred, names can be listed horizontally rather than vertically.

e.g. Johnson, Bill; Johnson, Emily A. [50th wedding]

f. Add nicknames and shortened names in quote marks after the names.

e.g. Long, Fred A. "Shorty"

6. -SOURCE-

Use the list of names in **Appendix D** for the correct form of periodical name.

7. -YR/MO/DA-

a. Enter year, month and day in that order.

b. Type four characters for the year, and two each for the month and day.

e.g. August 24, 1989 will appear as 1989/08/24.

Note that single-digit months and days will appear as e.g. 08, 02, etc.

c. Only use this field when the information is actually cited on the journal. Often a journal will use volume and issue numbers only - enter these in the -CALL/ NUMBER - field.

d. Many Oregon journals and magazines covered by the Index are published at widely differing frequencies : weekly, monthly, quarterly, seasonally, semi-annually, annually, or even biannually. In addition, the frequency is cited on the journal in widely varying ways. The Project recommends the following formats to meet these varying forms of date citation :

weekly : there are two options for entering dates for weeklies

i. enter the entire week covered by the issue

e.g. YR/MO/DA
1988/01/07-14 for 7-14 January 1988.

ii. enter the date of first publication

e.g. YR/MO/DA
1988/01/07

If the weekly spans the end of one month and the beginning of the next, e.g. July 27-August 3, we recommend the second option.

semi-weekly (every two weeks) : the same options as for a weekly

monthly : enter year and month only.

e.g. YR/MO/DA
1989/06 for June 1989.

bi-monthly (every two months) : enter year and both months only.

e.g. YR/MO/DA
1989/05-06 for May-June 1989.

quarterly (every three months) : enter year and three months only.

e.g. YR/MO/DA
1989/01-03 for January-March 1989.

seasonally (cited according to the season) : enter the abbreviation for the season.

e.g. YR/MO/DA
1989/Spr for Spring 1989.

The other abbreviations are : Wint, Summ, Fall. Note that no periods are used for these abbreviations.

seasons spanning two years

e.g. YR/MO/DA
1988-89/Wint for Winter 1988-1989.

semi-annually (twice a year) : enter the months covered, or enter the month first published.

e.g. YR/MO/DA
1988/01-06 or 1988/01 for January to June 1988

annually : enter the year only.

bi-annually (every two years) : enter both years.

8. -CALL/NUMBER-

a. Enter a call number from a classification system such as Dewey, Library of Congress, ORDOCS, SUDOCS etc. in this field, if your library uses these identifiers.

b. If the citation is to a particular issue of a journal, include the volume and number in this field.

9. -YEAR-

Enter four characters for the year, e.g. "1988." Include the year in each record, even if you also include the YR/MO/DA. Information for this field can usually be preprogrammed into your computer to be entered automatically.

10. -PAGE-

a. Enter the page number (column information is the choice of the indexer). If the article continues on a second page, so indicate, e.g. "1A, C3-4; 6A, C5-6".

b. Enter page information in the following formats:

i. journal article format

3	article on one page
3; 5	article on page 3; continued on page 5
3 - 5	article on pages 3 through 5

This format is also used for newspaper articles where columns are not cited.

ii. newspaper article format [columns cited]

1B, C3 - 6	article on page 1 of section B, columns 3 through 6
1B, C3 - 6; 6B, C5 - 6	same as above, except that article is continued on page 6, section B, columns 5 through 6.

11. -SUBJECT-

Selecting the appropriate subject headings can be one of the most challenging aspects of indexing. The use of correct and meaningful subject headings can greatly enhance the usefulness of the Index.

a. Examine the document. Much of the essential information is in the lead paragraph and the conclusion.

b. Identify the indexable concepts. Avoid simple word indexing - instead focus on the concept. This is particularly important when the headline is misleading, e.g. "Trout madness " (an article on flyfishing). In some cases a particular concept will be expressed informally in the text of an article, e.g. "Mountain climbing," and more formally in the LC Subject Headings - in this case, "Mountaineering." **Use the Library of Congress subject heading.**

c. Avoid overindexing.

d. Ask these questions:

Would the searcher be disappointed at the amount of information the document contained on the indexed concept?

Would a searcher interested in a particular concept be satisfied to retrieve this document?

Does a phrase constructed of the subject headings you have selected reflect the content of the article?

e. Index at the level of specificity of the document. Choose the most specific subject possible which adequately describes the article. If it talks about frogs - use the subject heading "Frogs," not "Amphibians."

f. Index at both the general and specific level when the document discusses the concept at both levels ... the item discusses both frogs and amphibians, so index both.

g. Although Library of Congress subject headings are always preferred in the subject field, there are Project "cheat sheets" in **Appendix E** for commonly-used non-LC subject headings. These are especially useful for local political issues, controversies etc. which may not be adequately addressed in the LC headings.

h. Include personal names as subject headings where appropriate. Preferably, enter the full name, including a middle initial...this is particularly important to distinguish between different people with the same first and last names. Add nicknames and shortened names in quotation marks at the end of the entry.

However, the entry of names is very much a matter for the discretion of the indexer. The Index does not have name authority files. Therefore, for frequently appearing names, we recommend you check other entries to see how the name has already been entered; you may well choose to simply follow the prevailing form of the name in the Index, or adapt it as you see fit.

I. Titles of books, plays, exhibits, operas, ships, animals etc. appearing in the -SUBJECT- field should appear as:

-SUBJECT-
A Tale of Two Cities (Book)
The Taming of the Shrew (Play)
Madam Butterfly (Opera)
A Nation of Readers (Exhibit)
Carib Cannibal (Ship)
Lassie (Dog)

j. Articles which are part of a series should be noted in the -SUBJECT- field:

-SUBJECT-

From Japan With Yen (1st of a series of 6) or (1st of a series)

k. Include citations to portraits and illustrations in the subject field. Use [Por] for portrait and [Il] for illustration whenever one or more pictures appear in the article. **Por** is used for **pictures of people. Il** is used for **pictures of places or things.**

For example, an article on Governor Goldschmidt opening the state fair, together with a captioned picture of his cutting the commemorative ribbon, would be cited in the following way:

-HEADLINE-
Governor opens state fair
-AUTHOR/AGENCY-
Easterling, Jerry
-SOURCE-
Statesman Journal
-YR/MO/DA-
1988/07/21
-YEAR-
1988
-PAGE-
1A, C3-6
-SUBJECT-
Oregon State Fair
Goldschmidt, Neil; Goldschmidt, Margie; Goldschmidt, Rebecca [Por]
-END-

In a group portrait, the indexer has the choice of entering the data by:

i. listing the names and separating them by semicolons, followed by [Por], as in the example above

ii. listing each name vertically, each followed by [Por], as in the following example:

-SUBJECT-
Goldschmidt, Neil [Por]
Goldschmidt, Rebecca [Por]

l. Do not include titles of address, honor, or nobility when listing a name in the subject field.

-SUBJECT-
Packwood, Bob
not Packwood, Senator Bob

Exception: do include the title if it is a part of the person's name.

-SUBJECT-
Elizabeth Ann, Sister
Teresa, Mother
Jonathan, Brother

m. The Oregon Index does not generally use **Oregon** or **(Or.)** as a qualifier in subject headings, as would normally be found in LC subject headings, e.g.:

Portland
not Portland (Or.)

Fishing
not Fishing. Oregon.

However, do use Oregon when the subject heading is the name of a company or agency, e.g.

Oregon Paper Specialists
Oregon Library Association
Oregon. Dept of Education

n. In line with LC subject headings, the Project recommends that the term **United States** appear in full in subject headings, rather than **U.S.**, e.g.:

United States. Forest Service
not U.S. Forest Service

United States. Olympic Committee
not U.S. Olympic Committee

o. Note that subject headings and their subdivisions in the Oregon Index are separated by **periods**, not hyphens as in regular LC format. The reason for this is that hyphens are already used to delimit field labels, and this will confuse the Index software program.

12. -END-

The last element in every entry is the field label -END-. Do not make any further additions to the record in the space after -END-, and always make sure it is present in every record.

Scope of indexing for the Oregon Index

What do you include in the Index? The Index is defined as **a subject, biography and current events citation index to information about Oregon and Oregonians.** Therefore, our scope is primarily local, county and state news. Some national news stories with a local slant, or which will have local impact, may also be indexed.

Various types of newspaper item are indexed either **exhaustively**, **selectively**, or **not indexed.** Below are some types of news stories, and their degree of indexing. To index exhaustively is to index every occurrence of the

event; to index selectively is to use caution and discrimination about including the item.

a. **Advertisements**: index very selectively.

b. **Anniversaries**: index only 50th and above.

c. **Awards to youth groups etc.**: index selectively - Eagle scouts, Future first citizen etc.

d. **Ballot measures, senate and house bills etc**: index exhaustively.

e. **Business**: index selectively - new business enterprises, new presidents etc.

f. **Centenarians' birthdays**: index exhaustively.

g. **Church affairs**: index selectively.

h. **Local politicians, city and county officers**: index selectively.

i. **Club meetings and speakers**: index very selectively - a person of note or a special occasion.

j. **Columns (gardening, politics etc)**: index very selectively. Do not index gossip columns.

k. **Crimes**: index selectively. Index murders exhaustively.

l. **Editorials**: index selectively.

m. **Fires, accidents**: index selectively.

n. **Honor rolls, graduations etc**: index selectively. At the very least note the existence of such lists in the subject field.

o. **Letters to the editor**: index selectively - a person of note or topic of significance.

p. **Marriages and engagements**: index very selectively; include those conducted under special circumstances.

q. **Military news**: index selectively.

r. **Neighborhoods**: index selectively.

s. **Obituaries**: index exhaustively.

t. **Performing arts**: index selectively.

u. **Photographs**: index selectively, typically when they are of local interest and/or accompany an article.

v. **School programs**: index very selectively.

w. **Sports**: index very selectively.

x. **Transportation schedules, timetables**: do not index.

y. **Voter registration**: do not index.

z. **Weather**: index only if especially significant.

Abbreviations

1. Use of abbreviations is entirely up to the discretion of the indexer. However, if you do use them, use the abbreviations found in Wilson's Readers' Guide as the authority list. There is also an authority list of common Oregon Index abbreviations in **Appendix B**.

2. Abbreviate state names according to AACR 2 (2nd ed.) Appendix B.14. Note that periods are used in these state abbreviations. Do not use the postal abbreviations.

3. Apart from state names, periods are **not** used in Oregon Index abbreviations.

Note: Never change the headline
Never abbreviate LC subject headings except as indicated in the LCSH manual

Abbreviations in square brackets

A number of useful abbreviations are used in the Index to follow subject headings, authors, and headlines. These include:

1. **[Ed]** : use at the end of a headline to label an editorial

2. **[Por]** : use at the end of a subject to denote a picture of a person. Can also be used in other fields where appropriate.

3. **[Il]** : use at the end of a subject or other field to denote a picture of a place or thing.

4. **[Proposed]** : useful in the subject field to describe any concept which is under consideration, such as legislation, buildings etc.

5. **[Comm]** : use at the end of a subject or author for a commentary.

6. **[Photo only]** : use at the end of a headline whenever citing photographs which have no accompanying story.

7. **[Guest opinion]**, **[Graph]** and **[Map]** are also useful.

8. If combining two of these elements, use only one set of square brackets, eg. [Il, Map]

Acronyms

For acronyms, the Project has developed a recommended acronyms list. Use this as the authority list. It is important to use acronyms in preference to full names if the acronym appears on the recommended list. The reason for this is to increase the searchability of the Index. For example, the Oregon Public Employees Union is a name made up of four generic terms, and will cause a large number of false hits when a user searches the Index - bringing up material on public libraries, credit unions etc. In contrast, OPEU is unique. Remember: **never change the headline**..For the list of recommended acronyms, see **Appendix A.**

Geographic names

If geographic name verification is a problem, use Oregon geographic names by Lewis McArthur as the authority.

Spelling

Each participant is responsible for submitting records which are correctly spelled. Spell check each floppy disk with the spelling correction function of your word processing program before submitting it to the Project.

Equipment

1. Hardware

1. Macintosh
2. IBM or IBM Compatible

2. Word processing software

1.	Microsoft Word (3.01)	$395.00	with	Macintosh
2.	MacWrite (4.6)	$ 99.00	with	Macintosh
3.	Word Perfect (4.1or higher)	$495.00	with	IBM/MSDOS

Note: MacWrite does not permit the creation of Macro keys. To create Macros, MacWrite must be used in conjunction with "Macro" software, e.g. Tempo @$79.99 and Quick Key @$79.00. Either software package will facilitate the creation of Macros on Microsoft Word also.

3. Discs

We recommend using double-sided, double-density discs. High density discs are not recommended.

4. Telecommunications software

	SOFTWARE	PRICE	HARDWARE
1.	Red Ryder (10.3)	$ 65.99	with Macintosh
2.	MicroPhone II	$125.99	with Macintosh
3.	Procom Sharewar	Avail. from OSL	with IBM/MS DOS

Creating files

When creating files for the Oregon Index, it is necessary to save them in the machine-readable language known as **ASCII**. Follow the procedures below to save your text in ASCII.

1. **Microsoft Word** - save your records in the following way:

   Select SAVE AS from the File Menu.
   Select FILE FORMAT: TEXT ONLY WITH LINE BREAKS.

   Records in Microsoft Word should be in **Courier 12 Point** with 7 1/2" margins.

2. **Word Perfect 4.1 or 5.0** - save your records in the following way:

   Hit Control key and F5 simultaneously.
   Menu choices will appear. Choose #1, which is:
   - *Save current documents as a DOS text file* [4.1] or
   - *Save as DOS text* [5.0].

   In **4.1**, a message will appear: *Document to be saved:* [name of file].
   Hit return.
   You will be asked if you want to replace that document; answer *yes* or *no* [usually *no* unless you have made changes to the document].

Program will respond with *saving* message.

In version **5.0**, a menu will appear at the bottom of the screen.
Choose #1: *save.*
Message: *Document to be saved (DOS text):* [name of file].
Hit return.
Message: *Replace* [name of file].
Answer *yes* or *no* [usually *no* unless you have made changes to the document].

After records are saved, the program will return to the document screen.

Select F7 (exit).

The program will ask you if you want to *Save document.* Answer ***NO.*** If you answer yes, the program will save records in Word Perfect and override the steps you have just taken to save in ASCII.
The program will ask if you want to *Exit WP.* Answer *yes* or *no.*

3. MacWrite.

   These records will be converted to Microsoft Word files when they are received at the Oregon State Library.

We recommend about 20 days worth of newspapers per disc. This should represent about 10 documents per disc, and about 2 days worth of indexing per document. Be careful not to overfill discs.

Sending records to the Oregon Index

When a disc is ready to send to the Index, we recommend the following:

1. always keep a backup
2. label each disc with
   a. the name of your library, and the newspaper or periodical indexed
   b. the dates covered
   c. a running number/identifier of your own choosing
3. include a printoff of your directory with the disc.
4. maintain your own logs of discs sent, dates indexed, dates uploaded etc.
5. mail discs, well protected, to:

Oregon Index Project
State Library Building
Salem OR 97310

Appendix A: abbreviations

abr	abridged
Ag	August
ann	annual
Ap	April
Assn	Association
Aut	Autumn
Ave	Avenue
Bart	Baronet
bi-m	bimonthly
bi-w	biweekly
bibl	bibliography
bibl f	bibliographical footnotes
bldg	building
Co	Company
comp	compiled, compiler
cont	continued
Corp	Corporation
D	December
Dept	Department
ed	edited,edition,editor,editorial
F	February
il	illustration,-s
Inc	Incorporated
int	interviewer
introd	introduction, introductory
Ja	January
Je	June
Jl	July
Jr	Junior
jt auth	joint author
Ltd	Limited
m	monthly
Mr	March
My	May
N	November
#	number
O	October
por	portrait
pseud	pseudonym
pt	part
pub	published, publisher, publishing
q	quarterly
rev	revised
S	September
sec	section
semi-m	semimonthly
Soc	Society
Sp	Special
Spr	Spring
Sq	Square
Sr	Senior
St	Street
Summ	Summer
supp	supplement
supt	superintendent
tr	translated, translation
v	volume
w	weekly
Wint	Winter
yr	year

Appendix B: acronyms

AARP	American Association of Retired Persons
AAUP	American Association of University Professors
AAUW	American Association of University Women
AFSCME	American Federation of State,County and Municipal Employees
BAT	Business Assistance Team
BCHS	Benton County Historical Society & Museum
BLM	Bureau of Land Management
BMCC	Blue Mountain Community College
BPA	Bonneville Power Administration
BPOE	Benevolent and Protective Order of Elks
COCC	Central Oregon Community College
COG	Council of Governments
CSD	Childrens' Services Division
CUB	Citizens' Utility Board
DBFPD	Depoe Bay Fire Protection District
DEQ	Dept. of Environmental Quality
DLWID	Devils' Lake Water Improvement District
DMV	Motor Vehicles Division
EOCI	Eastern Oregon Correctional Institution
EOSC	Eastern Oregon State College
EPA	Environmental Protection Agency
EPUD	Emerald Peoples' Utilities District
EQC	Environmental Quality Commission
ESD	Educational Service District
EWEB	Eugene Water & Electric Board
HMSC	Mark O. Hatfield Marine Science Center
KKK	Ku Klux Klan
LBCC	Linn Benton Community College
LCC	Lane Community College
LCCC	Lincoln City Community Center
LCDC	Land Conservation and Development Commission
LCEA	Lincoln County Education Association
LCSD	Lincoln County School District
LCOG	Lane Council of Governments
LTD	Lane Transit District
LUBA	Land Use Board of Appeals
MADD	Mothers Against Drunk Driving
MARVHIN	Marine Valley Health Information Network
MAX	Metropolitan Area Express
MHCC	Mt. Hood Community College
NLSC	North Lincoln School Committee
OCCA	Oregon Coast Council for the Arts
OEA	Oregon Education Association
OEMA	Oregon Educational Media Association

OHSU	Oregon Health Sciences University
OIT	Oregon Institute of Technology
OLCC	Oregon Liquor Control Commission
OMSI	Oregon Museum of Science and Industry
OPB	Oregon Public Broadcast Service
OPEU	Oregon Public Employees Union
OSBHE	Oregon State Board of Higher Education
OSH	Oregon State Hospital
OSPIRG	Oregon State Public Interest Research Group
OSSB	Oregon State School for the Blind
OSSD	Oregon State School for the Deaf
OSSHE	Oregon State System of Higher Education
OSU	Oregon State University
PAC 10	Pacific Athletic Conference
PADL	Preservation Association of Devils Lake
PCC	Portland Community College
PERS	Oregon Public Employees Retirement System
PGE	Portland General Electric
PNB	Pacific Northwest Bell
PPL	Pacific Power and Light
PSU	Portland State University
PUC	Public Utility Commission
RCC	Rogue Community College
ROTC	Reserve Officer Training Corps
RSVP	Retired Senior Volunteer Program
SAIF	State Accident Insurance Fund
SOSC	Southern Oregon State College
SUB	Springfield Utility Board
TBCC	Tillamook Bay Community College
TNDFPD	Taft Nelscott DeLake Fire Protection District
TVCC	Treasure Valley Community College
TOCC	Treaty Oak Community College
UO	University of Oregon
USCG	United States Coast Guard
VAC	Voluntary Action Center
WISTEC	Willamette Science and Technology Center
WOSC	Western Oregon State College
WPPSS	Washington Public Power Supply System

Appendix C: state-wide holdings of newspapers in the Oregon Index

This list shows the libraries which retain a paper or microfilm copy of the newspapers in the Index *for 6 or more months.* For more detailed holdings information, consult ORULS.

City	Newspaper	Circulation	Holdings
Portland	Oregonian	335 000	Clackamas CC Coos Bay Public Eastern Oregon SC Eugene Public Jackson County Josephine County Lake Oswego Public Lewis & Clark College Multnomah County Oregon Historical Society Oregon State Library Oregon State University Pendleton Public Portland State University Salem Public Southern Oregon SC University of Oregon University of Portland University of Puget Sound Western Oregon SC Willamette University
Eugene	Register-Guard	70 000	Eugene Public Klamath County Lane CC Oregon Historical Society Oregon State Library University of Oregon Western Oregon SC
Portland	Willamette Week	60 000	Astoria Public Chemeketa CC Clackamas CC Lake Oswego Public Multnomah County Oregon Historical Society Oregon State University Portland State University

			Umpqua CC University of Oregon Woodburn Public
Salem	Statesman Journal	54 000	Chemeketa CC Clackamas CC Oregon State Library Oregon State University Salem Public University of Oregon
Medford	Mail Tribune	28 000	Eugene Public Jackson County Josephine County Klamath County Oregon State Library Southern Oregon SC University of Oregon
Corvallis	Daily Barometer	10 500	Oregon State University
Corvallis	Gazette-Times	13 000	Corvallis Public Eugene Public Oregon State Library Oregon State University University of Oregon Western Oregon SC
Portland	Business Journal	10 500	Clackamas CC Columbia District Hospital Eugene Public Lake Oswego Public Multnomah County Oregon Graduate Center Oregon Historical Society Oregon State Library Oregon State University Portland CC Portland State University Portland General Electric Southern Oregon SC Tektronix University of Oregon Warner Pacific College Willamette University
Astoria	Daily Astorian	9 000	Astoria Public Clatsop CC Oregon State Library

			University of Oregon
La Grande	Observer	7 400	Eastern Oregon SC La Grande Public Oregon State Library University of Oregon
Lincoln City	News Guard	5 900	Lincoln City Public University of Oregon
Newberg	Graphic	5 700	George Fox College Newberg Public University of Oregon

Appendix D: newspapers and journals in the Oregon Index

Key

APL	Astoria Public Library
EPL	Eugene Public Library
LCC	Lane Community College Library
LCL	Lincoln City Library
LPL	La Grande Public Library
MMT	Medford Mail Tribune Library
MCL	Multnomah County Library
NPL	Newberg Public Library
OHS	Oregon Historical Society Library
OSL	Oregon State Library
OSU	Oregon State University Library
SPL	Salem Public Library

Title	Freq of Issue	Library
American Forests	M	OSL
The Beaver	Bi/M	OSL
Beaver Log	Q	OSL
Boating News (Portland)	M	OSL
Bridge Tender	Q	OSL
Brown's Business Reporter	W	OSL
Bulletin of the Native Plant Society of Oregon	M	OSL
Business Journal (Portland)	W	MCL
Cascade Cattleman	M	OSL
Cascades East	Q	OSL
The Chemeketan	M	OSL
City Club of Portland Bulletin	W	OSL
Clackamas County Historical Society Newsletter		OSL
Clark County History	Ann	OSL
Clinton St. Quarterly	Q	OSL
Columbia County History	Ann	OHS
Commercial Review	W	OSL
Connections (Institute for Managerial and Professional Women)	Q	OSL
Coos Historical Journal	Q	OHS
Corvallis Gazette Times	D	OSU
Covered Bridge Topics	Q	OSL
Cowlitz Historical Quarterly	Q	OSL
Cumtux	Q	APL

Curry County Echoes	M	OHS
The Daily Astorian	D	APL
Deschutes County	2/YR	OHS
Deschutes Pioneers' Gazette	Ann/Irreg.	OSL
Desert Trails	Q	OSL
Earthwatch Oregon	Bi/M	OSL
Environmental Law	Q	OSL
Finnam Newsletter	Q	OSL
Fins and Feathers (Oregon ed.)	M	OSL
Flyfishing	Bi/M	OSL
Forest Industries	M	OSL
Forest Log	M	OSL
Forest Watch	11/YR	OSL
Fort Henrietta Newsletter	10/YR	OSL
Front Row	11/YR	OSL
The Geological Newsletter	M	OSL
Historic Marion	M	OSL
Historic Preservation	2/M	OSL
Information Update (League of Oregon Cities)	M	OSL
Journal of the Nez Perce County Historical Society	2/YR	OSL
Journal of Pesticide Reform	Q	OSL
Journal of the Shaw Historical Library	2/YR	OSL
Landmark (Portland)	Q	OSL
Landmarks (Seattle)	Q	OSL
Lane County Historian	Q	OHS
Loggers World	M	OSL
Marion County History	Irreg.	OHS
Mazama	M	OSL
Medford Mail Tribune	D	MMT
Multnomah Monthly Magazine	M	OSL
Newberg Graphic	W	NPL
News (Oregon Historical Society)	Bi/M	OHS
News-Guard	W	LCL
News Release (Oregon Dept. of Agriculture)	W	OSL
News Release (Oregon Dept. of Fish and Wildlife)	W	OSL
Newsletter (Historic Preservation League of Oregon)	Q	OSL
Northwest (Sunday Magazine of the Oregonian)	W	MCL
Northwest Arts	M	OSL
Northwest Business Barometer	6/YR	OSL
Northwest Energy News	Bi/M	OSL
Northwest Living	Bi/M	OSL

Northwest Palate	Bi/M	OSL
Northwest Passages Historical Newsletter	Bi/M	OSL
Northwest Public Power Bulletin	M	OSL
Northwest Review	3/YR	OSL
Northwest Science	Q	OSL
Northwest Women in Business. Oregon ed.	Bi/M	OSL
Not Man Apart	Bi/M	OSL
Oregon Birds	Q	OSL
Oregon Business	M	OSU
Oregon Cattleman	11/YR	OSL
Oregon Coast	Bi/M	APL
Oregon Conifer	Bi/M	OSL
Oregon Education	7/YR	OSL
Oregon Farm Bureau News	11/YR	OSL
Oregon Farmer Stockman	2/M	OSL
Oregon Focus	M	OSL
Oregon Future Farmer	Q	OSL
Oregon Geology	M	OSL
Oregon Grange Bulletin	M	OSL
Oregon Historical Quarterly	Q	OHS
Oregon Law Review	Q	OSL
Oregon Magazine	M	OSL
Oregon Motorist	Bi/M	OSL
Oregon Public Employe	Bi/M	OSL
Oregon State Bar Bulletin	M	OSL
Oregon Stater		OSU
Oregon Wheat	M	OSL
Oregon Wildlife	M	OSL
Oregonian	D	MCL
Oregon's Agricultural Progress	3/YR	OSL
OSTA Review (Oregon State Tenants' Association)	6/YR	OSL
OSU Daily Barometer	D (S-Je)	OSU
Overland Journal	Q	OSL
Owyhee Outpost	Ann	OSL
Pacific Builder & Engineer	2/M	OSL
Pacific Historical Review	Q	OSL
Pacific Northwest Executive	Q	OSL
Pacific Northwest Forum	3/YR	OSL
Pacific Northwest Quarterly	Q	OSL
Pacific Northwesterner	Q	OSL
Pioneer Trails (Pendleton)	3/YR	OHS
Portland Business Today/Daily Journal of Commerce	D	MCL
The Portland Chamber	2/M	OSL
Pulp & Paper	M	OSL

Quarterdeck Review	Q	OHS
Rain	Q	OSL
The Register Guard	D	EPL, LCC
Rockhound Rumblings	M	OSL
Ruralite	M	OSL
Salmon Trout Steelheader	Bi/M	OSL
Screenings	M	OSL
Seaogram	Q	OSL
Senior News (Marion Polk ed.)	M	OSL
Sherman County: For the Record	2/YR	OHS
Shore & Beach	Q	OSL
Signpost for Northwest Trails	M	OSL
Sinsemilla Tips	Q	OSL
Siskiyou Journal	Bi/M	OSL
Siskiyou Pioneer Yearbook	Ann	OSL
The Sou'wester		OSL
The Speleograph	Bi/M	OSL
Statesman Journal	D	OSL,SPL
Sunset Magazine	M	OSL
Table Rock Sentinel		OHS
1000 Friends of Oregon Newsletter	Q	OSL
Timber Trails/Yamhill County Genealogical Society	Q	OSL
Umpqua Trapper	Q	OHS
We Proceeded On	Q	OSL
Western Art Digest	Bi/M	OSL
Western Fruit Grower	M	OSL
Western Historical Quarterly	Q	OSL
Western Horseman	M	OSL
Western Outdoors	10/YR	OSL
Western Polled Hereford Journal	Q	OSL
Western Wildlands	Q	OSL
Westways	M	OSL
Whats Happening	W	LCC
Willamette Week	W	MCL
Your Taxes	Bi/M	OSL

Appendix E: Library of Congress and other subject headings used in the Oregon Index

This list has developed from "cheat sheets" of commonly used subject headings which have been put together in the past to shorten the process of consulting the LC subject headings books. Each of the headings listed here can be used where appropriate, even when they may not be formal LC headings. Many of the headings are peculiar to Oregon, or to local topical events in this state. We encourage indexers to add to this list and to develop additional local lists as new situations become newsworthy in the state.

Key

When two or more subject headings are listed one after the other (without a space between) assign **all subject headings given**

Field burning *Assign both these headings to the article*
Prescribed burning

<Explanatory text, not a part of subject heading>

(Part of subject heading as assigned in LC)

* May Subd Geog - the geographical subdivision, if assigned, is placed between the subject heading and the subdivision

Electric utilities. Polk County. Rates

<NEW> Subject headings taken from Weekly Subject Heading List from the Library of Congress and the cumulative list from LC Cataloging Service Bulletin...most headings are not in LC 11th edition

Numerical headings

2% kicker

5th Congressional District

14th Senate District] <Oregon Legislature>

23rd Legislative District <Oregon Legislature>

911
USE Emergency communication systems <may Subd Geog>
Telephone. Emergency reporting systems

Abandoned children <may Subd Geog>

Abortion. Law and legislation <may Subd Geog>

Accidents. Statistics
Oregon. Officials and employees. Accidents
Work related injuries
<Assign to articles about incident rates of state employee on-the-job injuries

Acquaintance rape <may Subd Geog>

Acquittals <may Subd Geog>

Act of God

Adoption agencies <may Subd Geog>

Adult bookstores
Sex oriented businesses

Adult child sexual abuse victims <may Subd Geog> <NEW>

Adult communities

Adult day care centers
USE Day care centers for the aged <may Subd Geog>

Adult only housing

Advertisement

Advertising, Fraudulent <may Subd Geog>

Aeronautics. Accidents. Date <Year>

Affirmative action programs. Law and legislation <may Subd Geog>

Aged <may Subd Geog>

Agricultural products
USE Farm produce or Produce trade <whichever is appropriate>
<Both of these headings may Subd Geog>

AIDS (Disease). Law and legislation <may Subd Geog>

AIDS (Disease) in pregnancy <may Subd Geog>

AIDS (Disease) in the workplace <OSL 690 field not LC>

AIDS phobia <may Subd Geog>

AIDS vaccines <may Subd Geog> <NEW>

Air pollution
USE Air. Pollution <may Subd Geog>

Air. Pollution, Indoor
USE Indoor air pollution <may Subd Geog>

Airlines <may Subd Geog>

Airlines. Rates. Law and legislation <may Subd Geog> <NEW>

All terrain vehicles <may Subd Geog>

Alternative education
Non-formal education

Animal control programs

Animals, Treatment of. Law and legislation <may Subd Geog>

Anti-crime budget <Governor's budget>

Anti-crime initiative <Denny Smith's initiative>

Anti-smoking movement <may Subd Geog>

Annual reports, Corporate
USE Corporation reports

Aphids
Aphididae

Appeals
Appellate procedure <may Subd Geog>

Arbitration and award <may Subd Geog>

Arraignment <may Subd Geog>

Arrest <may Subd Geog>

Arson investigation <may Subd Geog>

Artificial insemination <may Subd Geog>

Assault
USE Assault and battery <may Subd Geog>

At-risk students
High school dropouts
Socially handicapped youth. Education <if appropriate>

Attorneys-general
USE Attorneys general <may Subd Geog>

Attorneys general's opinions <may Subd Geog>

Automobile theft <may Subd Geog>

Automobiles. Seat belts. Law and legislation <may Subd Geog>

Automobiles. Service stations. Law and legislation <may Subd Geog>

Aviation. Accidents
USE Aeronautics. Accidents <may be further subdivided by date>
Narrower term, name of accident:
Korean Air Lines Incident. 1983

Awards
USE "Awards" under names of individual persons and topical headings and "Prizes" under names of individual educational institutions

Ballot measure #
Referendum

Banks and banking. Rankings *

Basketball for women <NEW>

Beach bill

Beaches. Law and legislation <may Subd Geog>

Bed and breakfast accommodations <may Subd Geog>

Bellwether. Crook County

Bigfoot
Sasquatch

Bikeways
Cycling paths

Billboards. Law and legislation <may Subd Geog>

Bills, Legislative <may Subd Geog>

Bingo. Law and legislation <may Subd Geog>

Biological warfare <may Subd Geog> <NEW>

Biological weapons <may Subd Geog>

Bloods (Gang)

Board sailing
Windsurfing

Boat ramps

Boats and boating. Chartering. Accidents and injuries

Bomb threats

Bond measures

Bone marrow. Transplantation <may Subd Geog>

Bottle bills
Beverage containers. Recycling. Law and legislation

Budget. United States

Budget deficits <may Subd Geog>

Building permits

Burglary <may Subd Geog>

Buried treasure
Treasure-trove

Business climate

Business enterprises, Purchase of
USE Business enterprises. Purchasing *

Business enterprises, Sale of <may Subd Geog>

Business ethics

Cable cars
Street railroads <may Subd Geog>

Cable television. Law and legislation

Campaign debates <may Subd Geog>

Campaign funds. Law and legislation <may Subd Geog>

Canine heartworm disease

Canon
Ordnance

Capital construction projects

Caregivers <may Subd Geog> <use for works on family or friends who on an informal voluntary basis provide personal home care for the elderly, ill or handicapped> <NEW>

Case law

Catastrophic illness <may Subd Geog>

Cemeteries <may Subd Geog>

Charter boat captains <NEW>

Chemical spills <may Subd Geog>

Chemical weapons <may Subd Geog> <NEW>

Cherry industry

Child abuse. Law and legislation <may Subd Geog>

Child custody
USE Custody of children <may Subd Geog>

Child support. Law and legislation <may Subd Geog>

Child support. Taxation <may Subd Geog> <NEW>

Children. Employment. Law and legislation <may Subd Geog>

Christmas light displays

Chronic fatigue syndrome <may Subd Geog> <NEW>

City-county relations

Civil rights <may Subd Geog>

Class action (Civil procedure) <may Subd Geog>

Clearcutting <may Subd Geog>

Collective labor agreements
<Subdivide by industry - check LC for appropriate industries>

Collective labor agreements. Forest products industry

Commerce <cannot Subd Geog...works on the commerce of countries, cities, etc
are entered under the name of the place with "Commerce" as a subdivision>

Community college levy

Comparable worth
USE Pay equity <may Subd Geog>

Computer security

Computer viruses <may Subd Geog> <NEW>

Confidentiality

Congresses and conventions <may Subd Geog>

Consent forms

Conservation of natural resources. Law and legislation <may Subd Geog>

Consolidation and merger of corporations <may Subd Geog>

Constitutional reform

Constitutional revision

Consumer price indexes <may Subd Geog>

Consumer protection. Law and legislation <may Subd Geog>

Containers. Recycling. Law and legislation <may Subd Geog>

Contested elections <may Subd Geog>

Contras (Nicaragua)

Corporate profits

Corporate raiders

Corporate reorganizations <may Subd Geog>

Corporation reports <may Subd Geog>

Corporations. Rankings *

Cost and standard of living <may Subd Geog>

Cost of living indexes
USE Consumer price indexes <may Subd Geog>

County budgets <may Subd Geog>

Covered bridges. Government policy <cannot use Law and legislation>

Crab rustlers

Criminal statistics <may Subd Geog>
USE FOR
Crime and criminals. Statistics
Criminal procedure. Statistics
Criminal courts. Statistics

Crips (Gang)

Cruelty to animals
Animals, Treatment of

Cruising <Assign to articles about
Traffic regulations cruising or anti-cruising
Teenage automobile drivers city ordinances>
Ordinances, Municipal <if appropriate>

Custody of children <may Subd Geog>

Day care centers for the aged <may Subd Geog>

Death by wrongful act <may Subd Geog>

Demolition

"Dial a Porn"
Sex oriented businesses

Diet pills
Appetite depressants

Divestiture

Divorce. Law and legislation <may Subd Geog>

DNA fingerprinting. Legal aspects

Documentary television programs

Dogs as aids for the handicapped
Service dogs

Domestic animals. Law and legislation <may Subd Geog>

Dram chips
Integrated circuits

Drift boats

Driftnet fishing

Drinking and traffic accidents <may Subd Geog>

Drinking water. Law and legislation <may Subd Geog>

Drinking water. Lead content *

Drive by shootings

Drought relief <may Subd Geog>

Drug abuse <may Subd Geog> <Assign to articles on
Infants (Newborn) <may Subd Geog> newborns with drug addictions>

Drug abuse and crime <may Subd Geog>

Drug houses

Drug raids

Drug testing <may Subd Geog> <testing to identify personal use or misuse of drugs>

Drug testing. Law and legislation <may Subd Geog>

Drug traffic <may Subd Geog>

Drugs. Law and legislation <may Subd Geog>

Drugs. Testing * <for works on testing the effectiveness or safety of drugs>

Drugs and employment <may Subd Geog> <use for drug abuse and employment>

Drugs and popular music <may Subd Geog> <NEW>

Drunk driving <may Subd Geog> <assign to works on drunk driving as a criminal offense. Works on the relationship between alcohol intoxication and traffic accidents are entered under "Drinking and traffic accidents">

Dwellings. Fires and fire prevention *

Dwellings. Insulation

or Dwellings. Heating and ventilation. Control
or Energy conservation

<Assign any combination of these subject headings to articles on the weatherization of homes>

Eagle Scouts <may Subd Geog> <NEW>

Ear implants

Ecosystems
Biotic communities

Economic development projects <may Subd Geog>

Economic indicators <here are entered works on economic line services, e. g.consumer spending, money supply, interest rates, used to judge the direction in which an economy is moving>

Ed-Net <Assign to articles on Ed-Net>
High technology and education
Government communication systems

Education. Finance *

Education. Finance. Law and legislation <may Subd Geog>

Educational outcome

Educational reform

El Nino phenomenon

Elderly
USE Aged <may Subd Geog>

Election results
Elections. Statistics

Electioneering <may Subd Geog>

Electric power. Rates
USE Electric utilities. Rates *

Electric power failures <may Subd Geog>

Electric utilities. Law and legislation <may Subd Geog>

Emergency housing

Employee incentives

Employees, Dismissal of <may Subd Geog> <may use subdivision "Dismissal of" under occupations and types of employees; subdivision "Officials and employees. Dismissal of" under names of countries, cities, etc and under individual government departments and agencies>

Employees, Rating of <may Subd Geog>

Employees, Resignation of <may Subd Geog> <may use "Resignation from office" under names of individual persons>

Endangered species. Law and legislation <may Subd Geog>

Endorsements
Indorsements

Environmentalists <may Subd Geog>

Equal pay for equal work <assign to works on equal pay for jobs that require identical skills, responsibilities and effort>

Escapes <may Subd Geog>

Ethics
SEE ALSO Political ethics <use more specific heading
Business ethics when appropriate>

Exchange of persons programs, German <may Subd Geog> <German students spending time in Oregon>

Exchange of persons programs, Soviet <may Subd Geog> <NEW>

Executives. Salem. Dismissal of

Export controls <used with "Logging" for articles on ban of log exports>

Family income

Family-owned business enterprises <may Subd Geog> <NEW>

Family violence. Law and legislation <may Subd Geog>

Farm produce <may Subd Geog>

Fax
Facsimile transmission

Federal aid to prisons [Proposed]

Federal aid to law enforcement agencies <may Subd Geog>

Federal budget
USE Budget. United States

Field burning
Prescribed burning

Field burning. Law and legislation
Prescribed burning

Film festivals <may Subd Geog>

Fire
USE as subdivision with date under manes of individual institution, structures,etc.Corbett Building. Fire. 1909

Fire-departments. Law and legislation <may Subd Geog>

Fire extinction
USE FOR Fighting of fires, fire fighting
Narrower term: Forest fires. Prevention and control

Firearms. Law and legislation <may Subd Geog>

Fires <may Subd Geog>

Fires. Casualties *
USE FOR Fire deaths; fire victims

Fires and fire prevention
<Sub division under individual types of institutions, building, industries, vehicles, etc
Warehouses. Fires and fire prevention
Construction industry. Fires and fire prevention
Automobiles. Fires and fire prevention

Firewood
Fuelwood

Fish breeding
USE Fishes. Breeding *

Fishing, Commercial

Fishing access roads

Fishing the West (Television program)

Flags. Law and legislation <may Subd Geog>

Floats (Parades)
USE Parade floats <may Subd Geog>

Floor plans
Architecture. Designs and plans
or
Architecture, Domestic. Designs and plans

Flotations tanks

Foreclosure <may Subd Geog>

Foreign trade
USE Commerce <cannot Subd Geog> <works on the commerce of countries, cities, etc. are entered under the name of the place with "Commerce" as a subdivision

Foreign trade promotion <may Subd Geog>

Forest reserves <may Subd Geog>

Forums (Discussion and debate) <cannot Subd Geog>

Foster home care <may Subd Geog> <Assign to articles on foster home care for adults>

Franchise fee

Fraternities

Fund raising. Law and legislation <may Subd Geog>

Fused glass

"Gab" lines

Garbage collection
USE Refuse collection <may Subd Geog>

Gases, Asphyxiating and poisonous <may Subd Geog>

Gasoline. Law and legislation <may Subd Geog>

Gay accommodations <may Subd Geog> <e.g. Hotels, taverns>

Generation gap
Conflict of generations

Generic drugs <may Subd Geog> <NEW>

Gerrymandering

Gift certificates. Forgeries

Gillnetting <may Subd Geog>

Gillnetting. Law and legislation <may Subd Geog>

Glass painting and staining
Stained glass windows

Gold mines and mining. Marion County. History

Government lending <may Subd Geog> <use for Government loans> <broader term: "Economic assistance, Domestic" or "Finance, Policy" or "Loans">

Government spending policy

Grandfather clocks
Longcase clocks

Grandparenting <may Subd Geog>

Grants

Gravestones
Sepulchral monuments

Grocers <cannot Subd Geog>

Grocery trade <may Subd Geog>

Gross personal income

Guides for hunters, fisherman, etc
USE Hunting guides <may Subd Geog> <use for works on persons hired as guides for hunters>

Guilty plea
USE Pleas of guilty <may Subd Geog>

Ham radio
Amateur radio stations

Handicapped athletes

Hazardous chemicals
USE Hazardous substances <may Subd Geog>
or
Chemicals. Safety measures * <Narrower term>

Hazardous substances. Law and legislation <may Subd Geog>

Hazardous wastes <may Subd Geog>

Hazardous wastes. Law and legislation <may Subd Geog>

Hazelnut
Filbert

Health care
USE Medical care <may Subd Geog>

Health food
Natural foods

Heart. Surgery <may Subd Geog>

Helicopter ambulances <may Subd Geog>

Hepatitis A virus <cannot Subd Geog> <NEW>

Herbicides. Law and legislation
USE Pesticides. Law and legislation

High school students. Community service
High schools. Graduation requirements*
<Assign to articles on 100 hr community service as a requirement for high school graduation>

High temperature superconductors

Historic buildings. Law and legislation <may Subd Geog>

Holiday cookery <may Subd Geog> <NEW>

Home runs (Baseball) <may Subd Geog> <NEW>

Home schooling. Law and legislation <may Subd Geog> <NEW>

Home security systems
Burglar-alarms

Homeless persons <may Subd Geog>

Homeless persons. Services for. Law and legislation <may Subd Geog>

Homosexuality. Law and legislation <may Subd Geog>

Homosexuals
USE Gays

Honoraria
Speeches, address, etc
<Assign to articles about fees legislators receive for speeches>
Legislators. Fees <use for Oregon state legislators>
Legislators. United States. Fees <use for Oregon's members of Congress>

House fires
USE Dwellings. Fires and fire prevention *

Housing. Law and legislation <may Subd Geog>

Housing costs

Housing shortage

Human reproductive technology <may Subd Geog>

Hunting guides <may Subd Geog>

Hydroelectric generators <cannot Subd Geog>

Hydroelectric power plants <may Subd Geog>

Hypermarkets <may Subd Geog> <combination of dept and grocery-Large> <NEW>

Immersion schools
Concentrated study

Immunodeficiency <may Subd Geog> <NEW>

Income tax evasion
USE Tax evasion <may Subd Geog>

Indians of North America. Mortuary customs
Indians of North America. Burial grounds

Indictments <may Subd Geog>

Indoor air pollution <may Subd Geog>

Infectious wastes <may Subd Geog> <NEW>

Insane. Commitment and detention <may Subd Geog>

Insemination, Artificial
USE Artificial insemination <may Subd Geog>

Insurance, Health. Law and legislation <may Subd Geog>

Insurance, Liability <may Subd Geog>

Insurance, Unemployment <may Subd Geog>

Insurance, Workers' compensation
USE Workers' compensation <may Subd Geog>

International Conference on the Biology of Whales (1971 : Shenandoah National Park, Qualifier)

Investigations [types of]
Governmental investigations
Criminal investigations
Accidents. Investigation
Murder. Investigation
Homicide investigation
Missing persons. Investigation

Investments, American. Japan <American investments in Japan>

Investments, Japanese. United States Japanese investments in the United States>

Iran-Contra Affair, 1985- <NEW>

Jails. Overcrowding

Juvenile automobile drivers
USE Teenage automobile drivers <may Subd Geog>

Juvenile girl
USE Girls or Teenage girls <both may Subd Geog>

KGW (Radio station : Portland)

KOIN (Television station : Portland)

Laboratory analysis
Diagnosis, Laboratory

Land use. Law and legislation <may Subd Geog>

Land use, Rural. Law and legislation <may Subd Geog>

Languages, Foreign
USE Languages, Modern

Larceny <may Subd Geog>

Latchkey children <may Subd Geog>

Lawn ornaments

Lawn signs

Lawsuits
Actions and defenses

Lead-poisoning
Lead. Toxicology

Lectures and lecturing <may Subd Geog>

Legislative Special Session

Legislature. 1987

Legislature. 1989

Library levy

Life imprisonment <may Subd Geog>

Light-rail
Street railroads

List of graduates
<Give name of institution>

List of inmates on Death row

List of winners

Living nativity scenes
Tableaux
Creches (Nativity scenes)

Log exports
USE Logging
and either
Export sales contracts
or
Export marketing

Logging. Law and legislation <may Subd Geog>

Logging equipment
USE Logging. Machinery *

Louisiana Cancer Conference (2nd : 1958 : New Orleans, La.)

Mail ballots
Elections

Manners and customs <assign as Subject heading; assign "Social life and customs" as Subdivision>

Manufacturers
USE Manufactures <may Subd Geog>

Marijuana
Marihuana

Marihuana. Law and legislation <may Subd Geog>

Maritime memorials

Matricide <act of killing one's mother>

Mediation and conciliation, Industrial

Medical care <may Subd Geog>

Medical care. Law and legislation <may Subd Geog>

Medical care, Cost of. Law and legislation <may Subd Geog>

Medical schools
USE Medical colleges <may Subd Geog>

Medical wastes <may Subd Geog> <NEW>

Membership fees

Memorials. Reproduction

Mentally ill. Commitment and detention
USE Insane. Commitment and detention <may Subd Geog>

Meter maids

Methamphetamine laboratories <Heading assigned in 690 MARC tagging field by OSL, not LC heading>

Microbreweries

Microwave dishes. Law and legislation
Television

Migrant agricultural laborers <may Subd Geog>

Migrant agricultural laborers. Housing. Woodburn

Misconduct in office

Mission statements

Mobile home siting

Mobile homes. Law and legislation <may Subd Geog>

Monster trucks <may Subd Geog> <NEW>

Mortgage-backed securities <may Subd Geog> <NEW>

Most wanted criminals

Motion picture festivals
USE Film festivals <may Subd Geog>

Motion picture theaters. Law and legislation <may Subd Geog>

Motion pictures <may Subd Geog>

Motorcycles. Law and legislation <may Subd Geog>

Moving-pictures
USE Motion pictures <may Subd Geog>

Municipal budgets <May Subd Geog>

Murder. Salem. Investigation <Broader term: Homicide investigation>

Mushrooms, Poisonous <may Subd Geog>

National forests
USE Forest reserves <may Subd Geog>

Natural resources. Economic aspects
USE Natural resources <may Subd Geog>

Nerve gas

New business enterprises <may Subd Geog>

Nightclubs
Music-halls (Variety theaters, cabarets, etc)

Nonprofit organizations
Corporations, Nonprofit

Nuclear wastes
Radioactive wastes

Nuclear-weapon-free zones <may Subd Geog>

Nuclear weapons plants <may Subd Geog> <NEW>

Nutrition counseling <may Subd Geog> <NEW>

O and C lands <Oregon and California lands>

Off-road vehicles
USE All terrain vehicles <may Subd Geog>

Off track betting sites
Horse race betting

Office buildings. Heating and ventilation
Allergies
Tight-building syndrome
Indoor air pollution
<Assign to articles on sickness developed in buildings with no fresh air>

Official misconduct
USE Misconduct in office <may Subd Geog>

Offshore drilling

Offshore drilling (Petroleum)
Oil well drilling, Submarine

Oil spills. Law and legislation <may Subd Geog>

Oil spills and wildlife <may Subd Geog>

Oil well drilling, Submarine. Law and legislation <may Subd Geog>

Old age <may Subd Geog>

Old Believers
Raskolniks

Old growth forests <may Subd Geog>

Olympic Games (23rd : 1988 : Seoul, South Korea)

Ordinances, Municipal <may Subd Geog>

Oregon. Baccalaureate Bond Program <for articles on House Bill 3067, tax-free college bonds>

Oregon. Officials and employees. Deceased
<use same format for obit of any local, county etc official or employee.>..

Lane County. Officials and employees. Deceased

Oregon author

Oregonians in foreign countries

Organic farming. Law and legislation <may Subd Geog>

Oregon Shakespearean Festival

OSSHE. Officials and employees. Selection and appointment
OSSHE. Office of the Chancellor

Overtime. Law and legislation <may Subd Geog>

PAC's
Political action committees

Pacific gray whale <May Subd Geog> <NEW>

Pacific Rim

Paint spills

Parade floats <may Subd Geog>

Paramedics
Allied health personnel

Parking lots
User charges
Oregon. Officials and employees
Parking rate increase
<Assign to articles on state employees parking rate increase>

Parking rate increase
Oregon. Officials and employees

Parks. Reservation systems <cannot Subd Geog> <NEW>

Parricide <may Subd Geog> <Act of killing one's parents>

Passive smoking <may Subd Geog> <for works on involuntary inhalation of tobacco smoke by nonsmokers>

Patricide <act of killing one's father>

Pay equity <may Subd Geog> <assign to works on comparable pay for jobs that require comparable skills, responsibilities, effort and working conditions>

Pay telephones

Pensions. Taxation. Law and legislation <may Subd Geog>

Per capita income. Rating of. Tables

Periodicals. Sections, columns, etc. Letters to the editor
<LC uses Newspapers with the above format>

Personal income

Pesticides. Law and legislation <may Subd Geog>

Pests. Control <may Subd Geog>

Pet sitting <may Subd Geog> <NEW>

Petroleum. Prospecting <NEW>

Pets. Services for <may Subd Geog> <NEW>

Physically handicapped. Transportation. Law and legislation <may Subd Geog>

Pipe bombs

Plant shutdowns <may Subd Geog>

Plastic guns <may Subd Geog> <NEW>

Plastic guns. Law and legislation <may Subd Geog> <NEW>

Plastic scrap. Law and legislation <may Subd Geog>

Pleas of guilty <may Subd Geog>

Poisonous gases
USE Gases, Asphyxiating and poisonous <may Subd Geog>

Police. Salem

Police chase
Police pursuit driving

Police patrol <may Subd Geog>

Police services for alcoholics <may Subd Geog> <NEW>

Police services for the homeless <may Subd Geog> <NEW>

Police shootings <may Subd Geog>

Political activists <may Subd Geog> <NEW>

Political campaigns
USE Electioneering <may Subd Geog>

Political rights <may Subd Geog> <Rights of citizens to participate, directly or indirectly, in the establishment or administration of government>

Pollution. Law and legislation <may Subd Geog>

Polygraph
Lie detectors and detection

Postpolio syndrome

Power outages
USE Electric power failures <may Subd Geog>

Pregnant women. Employment. Law and legislation <may Subd Geog>

Precinct committee candidates

Price fixing <may Subd Geog> <Setting of prices in advance, by agreement among producers, rather than by operation of a free market>

Prison escapes
USE Escapes <may Subd Geog>

Prison ships
Prison hulks

Prisons. Construction *

Prisons. Finance *

Prisons. Finance. Law and legislation <may Subd Geog>

Prisons. Law and legislation <may Subd Geog>

Private game ranches

Private sector

Privilege tax

Produce tampering

Produce trade <may Subd Geog>

Production wage

Pro-life movement <may Subd Geog>

Property tax <may Subd Geog> <assign to works on the general property tax, including real and personal property>

Property tax. Law and legislation <may Subd Geog>

[Proposed] <used to describe something, building, structure, legislation, in progress>

Public utilities. Law and legislation <may Subd Geog>

Public welfare. Law and legislation <may Subd Geog>

Race discrimination. Law and legislation <may Subd Geog>

Rafts <may Subd Geog> <NEW>

Railroads, Cable
Cable car systems

Rain tax. Salem

Random breath testing <may Subd Geog>

Ranking

Ranking of universities and colleges
USE Universities and colleges. Evaluation

Rankings of banks
USE Banks and banking. Rankings *

Rankings of corporations
USE Corporations. Rankings *

Real property tax <may Subd Geog>

Real property and taxation <may Subd Geog> <assign to works dealing with the effect of various types of taxes on real property>

Reclining chairs

Refuse and refuse disposal. Law and legislation <may Subd Geog>

Refuse collection <may Subd Geog>

Refuse disposal facilities <may Subd Geog>

Relationship addiction <may Subd Geog> <NEW>

Religious broadcasting <may Subd Geog>

Rental housing. Law and legislation <may Subd Geog>

Research grants <may Subd Geog>

Restaurants, lunch rooms, etc <may Subd Geog>

Retreats, Nonreligious

Revolving door laws

Right to die. Law and legislation <may Subd Geog>

Ring-necked pheasant <may Subd Geog>

Road construction
USE Roads. Design and construction

Roads. Guard fences
Express highways. Safety measures
<Assign to articles of fencing for freeway overpasses>

Roadside sobriety tests <may Subd Geog>

Robbery <may Subd Geog>

Rock collectors <may Subd Geog>

Room tax

Sailboarding
Windsurfing

Salem. City Council
Ordinances, Municipal
Election law
<For articles on Salem limiting number of times referendum goes on ballot>

Salem Laundry site

Salmon-fisheries. Law and legislation <may Subd Geog>

Sand dunes. Law and legislation <may Subd Geog> <NEW>

Savings and loan associations

USE Building and loan associations <may Subd Geog>
and/or
Savings banks <may Subd Geog>

Savings banks. Law and legislation <may Subd Geog>

School budgets <may Subd Geog>

School closings <may Subd Geog>

School closings, Temporary

School districts. Finance *

School levy

School rivalry

School Safety Net

School year <Assign to articles on college
Schedules, School semester plan>
Universities and colleges

Self-service stations
Automobiles. Service stations

Semiconductor industry <may Subd Geog>

Serial levy

Serial murders <may Subd Geog>

Settlement out of court
Compromise (Law)

Sex discrimination. Law and legislation <may Subd Geog>

Sex education
USE Sex instruction <may Subd Geog>

Sexually abused patients <may Subd Geog>

Sexually abused teenagers <may Subd Geog>

Shelters for the homeless <may Subd Geog>

Shelters for the homeless. Law and legislation <may Subd Geog> <NEW>

Shootings

Shootings by police
USE Police shootings <may Subd Geog>

Shopping carts
Carriages and carts

Shopping centers. Law and legislation <may Subd Geog>

Sick leave. Law and legislation <may Subd Geog>

Silicon industry <may Subd Geog>

Simplified fare system
Bus lines. Fares

Single fathers <may Subd Geog>

Single mothers <may Subd Geog>

Sister cities

Sister libraries

Sister prisons

Sister provinces

Sister schools

Skinheads
White supremacy movements

Sledding
Coasting

Smoking. Law and legislation <may Subd Geog>

Smoking cessation programs <may Subd Geog>

Smoking in the workplace <may Subd Geog> <NEW>

Sneaker waves

Snowboarding

Social work with the homeless <may Subd Geog>

Sororities

Specialty crop

Spraying and dusting in agriculture <may Subd Geog>

Stabbings

Stagecoaches
Coaching

State aid to local governments
Economic assistance, Domestic

State aid to the arts

State aid for transplants
Transplantation of organs, tissues, etc. Finance

State budget

State budget. Law and legislation

State nut [Proposed]

State of the State Address

Stealing <may Subd Geog>

Stock Market Crash, 1987 <NEW>

Storage tanks <For articles on underground storage tank rules>

Underground storage. Government policy
DEQ

Stratospheric ozone <may Subd Geog>

Stream flora
USE Stream plants <may Subd Geog>

Stress disability pension

Stress management <may Subd Geog>

Strikes and lockouts. Timber industry

USE Strikes and lockouts. Forest products industry <may Subd Geog>

and
Trade-unions. Woodworkers <may Subd Geog> <add second subject heading only if appropriate>

Student aid. Law and legislation <may Subd Geog>

Student assistance programs <may Subd Geog>

Students. Employment <may Subd Geog> <NEW>

Students. Employment. Law and legislation <may Subd Geog> <NEW>

Styrofoam
Food. Packaging
Plastic containers

Suicidal behavior <may Subd Geog>

Superconducting industry <may Subd Geog> <NEW>

Superconducting Super Collider

Surplus foods

Survival (after airplane accidents, shipwrecks, etc)

Tariff on plywood. Canada

Tax and expenditure limitations <may Subd Geog>

Tax and expenditure limitations. Law and legislation <may Subd Geog>

Tax burden
Tax incidence

Tax evasion <may Subd Geog>

Tax reform

Taxation <may Subd Geog>

Taxation. Law and legislation <may Subd Geog>

Taxation, Exemption from. Law and legislation <may Subd Geog>

Teachers' unions

Teenage automobile drivers <may Subd Geog>

Telephone. Rates *

Telephone companies <may Subd Geog> <NEW>

Telephone holding companies <may Subd Geog> <NEW>

Telephone selling. Law and legislation <may Subd Geog>

Telephone soliciting
USE Telephone selling <may Subd Geog>

Television cameras <Articles on allowing television
Conduct of court proceedings camera in courtrooms>
Television broadcasting of news
Trials (Murder) <or other type of trials as appropriate>

Television commercials
USE Television advertising <may Subd Geog>

Temporary service industry

Test tube babies
Fertilization in vitro, Human

Theater closings

Theft
USE Larceny
Stealing
Thieves
SEE ALSO
Automobile theft
Burglary
Robbery

Thieves

Tight-building syndrome
Office buildings. Heating and ventilation
Allergy
Indoor air pollution

Timber harvest
USE Logging <may Subd Geog>

Timber sales
Timber. Economic aspects

or
Timber sales
Forest products industry. Economic aspects

Timber thefts

Tobacco smoke (second hand)
USE Passive smoking <may Subd Geog> <assign to works on involuntary inhalation of tobacco smoke by nonsmokers>

Topless dancing

Tort reform

Traffic safety. Law and legislation <Heading assigned in 690 MARC tagging field by OSL, not LC heading>

Transfer of credits

Tree spiking

Tourism
USE Tourist trade <may Subd Geog>

Trade-unions. Loggers <may Subd Geog>

Traffic accident investigation <may Subd Geog>

Traffic accidents <may Subd Geog>

Trail bikes <may Subd Geog> <NEW>
USE FOR Dirt bikes

Truck convoys

Trucking. Law and legislation <may Subd Geog>

Trucks. Weight *

Understaffing

Unemployment compensation
USE Insurance, Unemployment <may Subd Geog>

Unincorporated areas. Clatsop County

Union dues
Trade-unions. Finance

Universities and colleges. Evaluation *

Urban renewal. Law and legislation
City planning and development law

Uxoricide <may Subd Geog> <Husband killing wife>

Value added

Vending stand. Law and legislation <may Subd Geog>

Verdicts <may Subd Geog>

Veterans. Loans. Law and legislation <may Subd Geog>

Voice of the Cowboy (Radio program)

Voluntarism <may Subd Geog>
<USE FOR Volunteer work, Volunteering, Volunteerism>

Volunteer workers in medical care <may Subd Geog>

Voter's pamphlet

Voyages and travel <assign as Subject Headings; assign "Description and travel" as subdivision>

Wages. Farm workers

Wages. Migrant agricultural laborers

Wages. Law and legislation <may Subd Geog>

Wages. Minimum wage. Law and legislation <may Subd Geog>

Waste disposal sites <may Subd Geog>

Waste disposal sites
Medical wastes
Incinerators
Marion County. Brooks Garbage Burning Plant
<Articles on disposing of medical wastes from Washington in Marion County>

Waste spills <may Subd Geog>

Water, Underground <may Subd Geog>

Water birds <may Subd Geog>

Water pollution
USE Water. Pollution <may Subd Geog>

Water quality <may Subd Geog>

Water rights. Law and legislation <may Subd Geog>

Water-supply <may Subd Geog>

Wet sites
Water saturated sites (Archeology)

Wetlands. Law and legislation <may Subd Geog>

Whale watching

White supremacy movements <may Subd Geog>

Wild and scenic rivers <may Subd Geog>

Wild and scenic rivers. Law and legislation <may Subd Geog>

Wild fish

Wildlife conservation <may Subd Geog>

Wildlife protection
USE Wildlife conservation. Law and legislation

Willamette River Greenway

Wine and wine making. Law and legislation <may Subd Geog>

Wine coolers

Women scoutmasters

Women's liberation movement
Feminism

Wood-lots
USE Woodlots <may Subd Geog> <assign to works on woodland areas managed as part of a diversified farm enterprise>

Wood stoves
Stoves, Wood

Work related injuries

Workers' compensation <may Subd Geog>

Workers' compensation. Law and legislation <may Subd Geog>

MN 10.3.89

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